



# YOUR PAY WHILE YOU'RE AWAY



1 JUNE 2004



**Introduction:** Your finance team thanks you for your selfless service. While you are mobilized to support a contingency operation (ONE, OEF, OIF, Joint Endeavor Bosnia, etc.), listed below are the general provisions for pay and allowances and programs you (and family, if applicable) may receive. Also, refer to page 2 for further explanation regarding your pay, Leave and Earnings Statement (LES) and accrued leave. Your unit administrator and the finance team at the United States Property and Fiscal Office (USPFO), United States Army Reserve Pay Center (UPC), or deployed location will ensure you receive these entitlements accurately and timely.

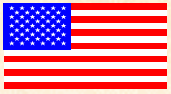
- **Basic Allowance for Housing (BAH).** BAH rates vary by grade, marital status, family member status, child support obligation and home of residence (zip code). Ensure that you have, as applicable, your current marriage certificate, court-ordered support payment agreement, and mortgage/lease/rental (monthly dollar amount stated) documentation. This allowance reflects as “BAH” on your LES.
- **Family Separation Allowance-II (FSA).** This allowance is for married Soldiers or single Soldiers who have children in their custody at the time of deployment and have been involuntarily separated, by military orders, from them for more than 30 consecutive days. FSA is payable from the first day of separation. The entitlement begins the day of departure from home station and stops the day before returning to home station. The monthly rate is \$250.00 and prorated for partial months. This allowance reflects as “FAM SEP ALWS” on your LES.
- **Basic Allowance for Subsistence (BAS).** All officers automatically receive BAS, and generally, enlisted Soldiers receive the standard BAS. BAS entitlement begins on the first day of your tour and ends upon completion of active duty. The monthly officer rate is \$175.23 and the enlisted rate is \$254.46. The amount is prorated for partial months. This allowance reflects as “SUBSISTENCE ALWS” on your LES.
- **Hostile Fire/Imminent Danger Pay (HF/IDP).** This special pay is commonly referred to as “combat pay” and is payable upon your arrival and departure from a designated combat zone location. The monthly rate is \$225.00 and paid for the entire month, regardless of the number of days you spend in the area. This pay reflects as “HOSTILE FIRE” on your LES.
- **Hardship Duty Pay - Location (HDP-L).** Depending on your designated deployed location, you may receive \$50.00, \$100.00 or \$150.00 a month. Qualification for this special pay begins 30 days after arrival at that particular area (but is payable from the day of arrival) and stops the day of departure. The amount is prorated for earned portions of a month. This pay reflects as “HARDSHIP DUTY PAY” on your LES.
- **Combat Zone Tax Exclusion (CZTE).** This is a monetary benefit for designated zones. All enlisted Soldiers and Warrant Officers’ pay are tax-exempt each month from federal and state tax. For commissioned officers, only the first \$6,315.90 is tax-exempt. This maximum monthly dollar amount is derived from the Sergeant Major of the Army’s (SMA) basic pay, plus the HF/IDP amount. This exemption starts the day you arrive and depart from the zone and remains effective for the entire month, regardless of the number of days you spend at that location. **Also, see Page 2.**
- **Travel Per Diem.** Generally, government-furnished mess and lodging will be available. Therefore, the daily rate you’ll receive for incidental expenses is \$3.50 for overseas locations and \$3.00 for stateside locations. You will submit the final travel settlement voucher upon your return to home station. If you are stationed where government lodging and/or meals are not available, you will be able to submit monthly travel claims. All travel claims for mobilized Soldiers supporting contingency operations are paid by a central travel office in Indianapolis, IN. Detailed information on submitting claims or inquiries is available at <http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp> or call 1-888-332-7366 or DSN 699-0300.
- **Savings Deposit Program (SDP).** Participating in the SDP is voluntary and you may contribute up to \$10,000.00 maximum of your “unallotted” pay by cash or personal check, provided you are in a designated combat zone location. Currently, contributions yield 2.5% quarterly interest rate or 10% annual rate. You must withdraw your SDP contributions and interest within 90 days after you demobilize. To withdraw your funds, write to: DFAS-CL, ATTN: Code FMCS, 1240 E. 9th St., Cleveland, OH 44199-2055. Please include in the request your name, SSN, branch of service and component (AC or RC), date departed from the combat zone area and bank routing and account number (or the mailing address to have the refund check sent). Fax your request to DSN 580-6924 or 216-522-6924; email: [larry.robertson@dfas.mil](mailto:larry.robertson@dfas.mil); or the Help Line at 1-800-624-7368, DSN 580-6545.
- **Accrued Leave.** You will earned 2.5 days a month (.5 days for every 6 days). If you’re in a CZTE area, these accrued leave days are non-taxable, provided you have not reached the monthly \$6,315.90 ceiling (SMA’s basic pay, plus HF/IDP). Effective 1 Oct 03, the reserve pay system tracks the days you accrue and take leave. It is your responsibility to assure leave accuracy while mobilized. The demobilization station will compute your accrued leave payment/transition leave days prior to REFRAD (Release From Active Duty).







# YOUR PAY WHILE YOU'RE AWAY



1 JUNE 2004

Your Reserve Pay and How it Works



**Background, the Future:** The method in which you receive your pay while mobilized is slightly different from active duty Soldiers. Currently, finance pays active duty Soldiers under the active pay system and reserve Soldiers under the reserve pay system. In Mar 05, the new finance Forward Compatible Payroll (FCP) system will be the single pay system for active and reserve component Soldiers.

- **Pay Cycles.** To expedite payments, the current reserve pay system has up to 8 pay cycles per processing month. An LES could be produced during any of those 8 cycles in which there was a pay event such as input of pay, collection, or remark on your account. Soldiers on a long tour duty over 30 days are normally paid on cycles at the middle and end of each month. However, a change to your pay will show up on the first of the 8 available pay cycles. Additionally, CZTE adjustments are processed in the first cycle of the following month. Your LESs are available for viewing and printing via myPay (must have a PIN). Finance will furnish you the EOM LESs. Currently, your pay and allowances are not "summarized" on any one LES. Rather, each LES covers only the items included in that particular payment cycle.
- **CZTE Refunds/Split-payments.** At first glance at your LESs, it may appear that you have not received the total tax refunds for CZTE or have been underpaid, but you're not. Your monthly tax exclusions for CZTE are not given to you in full during the same month they are earned; instead, they are refunded to you at the beginning (1st pay cycle) of the following month. Your federal tax refunds will reflect on your LES as "WITHHELD TAX REF" and state tax refunds as "OTHER CREDITS." In general, all pay and allowances due for the first half of a month are paid at midmonth and those for the second half are paid at end of month (1st of following month). For example, you'll receive your monthly FSA in two pay periods: \$125.00 at MM and \$125.00 at EOM, totaling \$250.00. As an exception, Hostile Fire/Imminent Danger Pay is paid at midmonth for the entire month since it is earned in bulk for a whole month. Certain pays which are not fully automated, like CONUS COLA, are generally paid all at the EOM or the following midmonth based on manual input.
- **Monthly Cut-off.** In general, if you arrive in an authorized CZTE area before midmonth cutoff (about the 6th of month), you will receive the HF/IDP special pay the same month, but you'll receive tax refunds the following month. The HF/IDP input generates your CZTE adjustments. However, if you were authorized HF/IDP after the current month cut-off, you will receive HF/IDP tax adjustments for the month of arrival (and the next month) two months after the month you arrive in the designated zone (two months worth of tax refunds). Again, this is due in part to when the initial input of the HFP/IDP is made, and then secondly, adjusting and refunding the federal and state taxes. To put this into perspective, here's an example (keep in mind that pay cycles vary):
  - 1 Sep - Pay and allowances (i. e., BAH, FSA, BAS) for 16-30 Aug, plus HDP-L for the same period (if entitled)
  - 3 Sep - Refund for federal tax deduction from previous month(s) and state taxes, if applicable
  - 15 Sep - Pay and allowances (i. e., BAH, FSA, BAS) for 1-15 Sep and HDP-L for the same period, plus HF/IDP for the whole month of Sep (both, if entitled).
  - 25 Sep - Any of remaining cycles might have a new or changed pay events (new pay, collections, or remarks)
- **Allotments.** Until we field the new FCP in Mar 05, please arrange with your bank to pay recurring bills and other financial obligations.

Okay, so what's the bottom line? Although your pay and allowances are currently not summarized in the EOM LES and some are paid in different pay cycles, you'll receive everything you're entitled, in some cases faster than active Army Soldiers. Once again, your finance team stands proud and ready to ensure you completely understand your pay while you're away. We are totally committed to you and your family's financial readiness!

You may obtain information at anytime by visiting or calling one of the following sites or teams:



myPay: <https://mypay.dfas.mil>  
 ARNG Financial Service Center-IN: [ARNG-MilPay@arng-fsc.ngb.army.mil](mailto:ARNG-MilPay@arng-fsc.ngb.army.mil) or call 1-877-276-4729  
 ARNG Family Services: [www.GuardFamily.org](http://www.GuardFamily.org)  
 USAR: [USARCPAYINQUIRY@emh2.mccoy.army.mil](mailto:USARCPAYINQUIRY@emh2.mccoy.army.mil) or call (608) 388-6466/5618/5699/5615 or DSN 280-xxxx.  
 Army Community Service: [www.goacs.org](http://www.goacs.org)  
 Family Assistance Hotline: (800) 833-6622  
 Pay and Benefits: <http://www.defenselink.mil/ra/mobil/pdf/benefits.pdf>  
 Travel: <http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp> or call 1-888-332-7366 or DSN 699-0300



POC for this flyer is the United States Army Finance Command (USAFINCOM) at DSN 699-2664/1750 or 317-510-2664/1750.







Army National Guard

# Travel Per Diem and Entitlements

1 June 2004



**Introduction:** The National Guard Bureau would like to thank you for your selfless service. As a mobilized ARNG Soldier, we want you to know that we are here to help. This flyer was designed to provide you useful information regarding your travel entitlements as authorized on your orders. Contingency Travel in Indianapolis, IN pays all travel claims for mobilized Soldiers supporting contingency operations. Detailed information on submitting claims or inquiries is available at <http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp> or call 1-888-332-7366 or DSN 699-0300. If you cannot get the answers you need regarding your travel pay, you can always telephone 1-877-ARNGPAY (1-877-276-4729) or e-mail ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL.

- **Per Diem.** Per diem is a travel allowance that comprises a set dollar amount for lodging and a set amount for meals. These rates are specific to each location. Generally, you will be furnished government mess and lodging when they are available. If you are provided meals and lodging, the daily rate you'll receive for per diem will be \$3.00 for stateside locations and \$3.50 for overseas locations.
- **Duty While within Local Commuting Distance.** If you are within the local commuting distance (which will be established by the commander) of your mob location or duty location, you are not entitled to any per diem.
- **Statement(s) of Non-availability.** The installation commander at your mobilization or duty location will determine if government-provided lodging and meals are available. If not available, then you will be provided a Statement of Non-availability for meals and/or lodging. It is possible that you can have one but not the other. This document is required for you to be reimbursed for either lodging or meals.
- **Privately Owned Vehicle (POV).** You may use your POV as transportation from your home of residence to the assigned mob station and/or duty location. Additionally, you will need to keep in mind that the total payment of travel reimbursement will not exceed the government's cost had government procured transportation been used between locations (i.e., cost of airline ticket).
- **In and Around Mileage.** There is no authorization for the payment of in and around mileage while on temporary change of station orders for Noble Eagle/Enduring Freedom/Iraqi Freedom. You may be authorized in and around mileage while on TDY orders (DD Form 1610/Format 400). If you are authorized in and around mileage, you must keep a log showing the required miles driven and submit a copy of this log with your travel voucher to get reimbursed mileage.
- **Rental Vehicles.** Your orders will indicate if you are authorized use of a rental car. When you are authorized the use of a rental vehicle for official business, you will be reimbursed the rental cost, taxes and fuel. You will not be reimbursed for any additional insurance coverage purchased while stateside.
- **Storage of Household Goods (HHG).** If authorized on your orders, you are eligible for reimbursement of HHG for the period of the contingency operation. The Transportation Officer's approval is required before you can be reimbursed for any of the storage fees. Request for reimbursement of HHG should be submitted on the final travel voucher with all appropriate receipts to Contingency Travel.





Army National Guard

# Travel Per Diem and Entitlements

1 June 2004



(Continued)

- **Excess Baggage.** Your orders may authorize excess baggage traveling to your next duty location as accompanied baggage only. Items authorized to transport are valid individual clothing or equipment. No unit equipment or personal HHG will be authorized as excess baggage.
- **Laundry.** You are eligible to claim laundry expense in addition to your per diem, but only while stationed in stateside duty locations. Maximum amount reimbursed is \$2.00 per day, which must be claimed as a reimbursable expense. You must be on duty for 7 consecutive nights to be eligible for reimbursement.
- **ATM Fees.** Bank fees and ATM fees must be claimed separately. Bank fees are fees charged by the bank to use the ATM machine. ATM fees will be limited to 3% of the amount authorized for a cash advance per month on your government travel card. Personal ATM fees are reimbursed when your orders state that you are not eligible, or the approving official may include a remark on the DD 1351-2 stating you are not eligible for the government travel charge card.
- **Official Phone Calls.** Official phone calls are only reimbursed with the approving officer's signature in block 21a of the DD 1351-2 unless authorized reimbursement on TDY orders (DD 1610/Format 400).
- **Reviewing Travel Vouchers.** All travel vouchers must be reviewed and signed by a person designated by your unit commander before submission for payment. The reviewer is responsible for looking over your travel claim (DD 1351-2) to ensure all the appropriate blocks are filled out correctly and the travel matches the orders attached with the travel claim. The most common errors on travel payments are missing orders, missing lodging receipts and owner/operator (block 16 on DD 1351-2) not checked. Claimant and supervisor signatures (blocks 20a-d) must be completed in order for the claim to be processed.
- **Individual Government Travel Charge Card (GTCC).** The use of the government travel charge card is discouraged; if you already have a GTCC, it will be deactivated from the losing Agency Program Coordinator (APC). The gaining active component (AC) commander will determine whether or not mobilized ARNG Soldiers require individual GTCC. The purpose of the individual GTCC is to pay for reimbursable travel expenses incurred in the performance of official government travel, including lodging, transportation, rental cars, fuel, meals, ATM advances and other incidental expenses, unless otherwise specified.

**Don'ts with the Government Travel Charge Card (GTCC).** The GTCC is to be used for official government related travel expenses only. All charges placed on your card are monitored to ensure compliance. The following are examples of items that you CANNOT purchase using the GTCC: Uniform items, prescriptions, school supplies, distance learning fees, membership dues, purchases at drinking establishments, and never use the card to pay for another individual's travel expenses.

For unresolved Travel Issues, contact:  
1-877-ARNGPAY (1-877-276-4729)  
ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL

For Comments or Suggestions, contact:  
ARNG Financial Services Center  
ATTN: NGB-ARC-F (Column 118D)  
8899 E. 56<sup>th</sup> St.  
Indianapolis, IN 46249-5100